



IDEM Permit Guide

Lead-based Paint Abatement: Licensing Requirements

Who May Need a Lead-Based Paint Abatement License?

Lead-based paint abatement activities, and persons engaged in such activities, are regulated under Title 326, Article 23, of the Indiana Administrative Code (326 IAC 23). Under those rules, a lead removal project is not considered "lead abatement" unless it is designed to permanently eliminate lead-based paint hazards.

Any person who engages in lead-based paint abatement activities must first obtain a license from IDEM. Separate licenses are issued for each of the following disciplines: inspector, risk assessor, project designer, supervisor, and worker. Contractors - persons who enter into contracts to execute lead-based paint abatement activities for compensation - also must have a license.

All lead-based paint abatement licenses must be renewed every three (3) years. All license applicants, for either initial or renewal licenses, must complete an IDEM-approved initial or refresher training course. Training providers also must obtain IDEM approval.

The following chart gives the license type, the minimum time an applicant should allow for processing, and the estimated processing times that applications usually take to process.

Licenses	License and Renewal Fee	Allow a Minimum for Processing	Estimated Processing Times	
			Median for All	Longthiest Extremes
Contractors	\$150	2 weeks	4 weeks	6 weeks
Workers	\$50	2 weeks	3 weeks	4 weeks
Inspectors	\$150	2 weeks	3 weeks	4 Weeks
Risk Assessors	\$150			
Supervisors	\$150			
Project Designers	\$100			

Eligibility requirements for the various lead-based paint abatement licenses or approvals are as follows:

Contractors

To become a contractor, the applicant, or a designated representative, must pass an approved lead-based paint supervisor course (initial course a minimum of 32 hours), receive a certificate of training from the course provider, and take and pass (with a score of at least 70 percent) the supervisor exam administered by the course provider. Applicants also must take and pass (with a score of at least 70 percent) a third party supervisors exam administered by IDEM, and have one (1) year of experience as a licensed lead-based paint abatement worker, or (2) years experience in a related field such as lead,

<http://www.in.gov/idem/guides/permit/waste/leadlicensing.html>

asbestos, environmental remediation or work in the construction trades. For additional information about obtaining a contractor's licenses, please contact:

Linda Williams
Phone: 317/232-4861
E-mail: lwilliam@dem.state.in.us

Workers

To become a lead-based paint abatement worker, the applicant must complete a worker training course (initial course a minimum of 16 hours), take and pass (with a score of at least 70 percent) the exam administered by the training course provider, and receive a certificate of training.

Inspectors

To become an inspector, the applicant must have a high school or general equivalency diploma (GED), complete an inspector training course (initial course a minimum of 24 hours), take and pass (with a score of at least 70 percent) an exam administered by the course provider, and receive a certificate of training. The applicant also must take and pass (with a score of at least 70 percent) a third party inspectors exam administered by IDEM.

Risk Assessors

To become a risk assessor, the applicant must have either a) a high school or general equivalency diploma (GED) and three (3) years of related experience (with lead, asbestos, or environmental remediation or construction), or b) an associate degree and two (2) years related experience, or c) a bachelor's degree and (1) year of related experience. The applicant also must take and pass an inspector initial training course (a minimum of 24 hours) and a risk assessor initial training course (initial course a minimum of 16 hours), take and pass (with a score of at least 70 percent) exams in each of those training courses administered by the training course providers, and receive certificates of training for those courses. In addition, the applicant must take and pass (with a score of at least 70 percent) two third party exams administered by IDEM, one for inspectors and one for risk assessors.

Supervisors

To become a supervisor, the applicant must have a) one year of experience as a lead-based paint abatement worker or b) two years of experience in a related field such as lead, asbestos, or environmental remediation or construction. The applicant also must take and pass the supervisor training course (initial course a minimum of 32 hours), take and pass (with a score of at least 70 percent) a supervisor exam administered by the course provider, and receive a certificate of training. The applicant also must take and pass (with a score of at least 70 percent) a third party supervisors exam administered by IDEM.

Project Designers

To become a project designer, the applicant must have a) a bachelor's degree in engineering, architecture, or a related professional field and one (1) year of experience in building construction design or a related field or b) four (4) years of experience in building construction design or a related field. The applicant also must take and pass the supervisor (initial course a minimum of 32 hours) and project designer courses (initial course a minimum of 8 hours), take and pass (with scores of at least 70 percent) the supervisor and project designer exams administered by the course provider, and receive certificates of training for each of those courses. In addition, the applicant must also take and pass (with a score of 70 percent) the third party supervisors exam administered by IDEM.

Third Party Exams

All applicants required to take the Inspector, Risk Assessor, or Supervisor third party exams may make arrangements by contacting:

Vicki Schoen
Phone: 317/233-6514
E-mail: vschoe@dem.state.in.us

The exams are administered twice a month at the Indiana Government Center - North, west of the state capital building in Indianapolis. They are also offered at IDEM's regional offices in Gary, South Bend and

Evansville by appointment.

Training Course Providers

To become an IDEM-approved lead-based paint abatement course provider the applicant must submit to IDEM one application per discipline for each initial and refresher training course. The rules for training providers are found in 326 IAC 23-3. Some of the information the applicant must provide include a course curriculum, a letter indicating how the course meets the applicable requirements of the lead-based paint abatement rule (326 IAC 23), and clarification of whether the trainer will use EPA recommended materials. Also required are the names and qualifications of the instructors, a copy of the exams used and how they were developed, and a list of states which have approved the course. Approvals for training course providers must be renewed every year. Applicants must pay an initial fee of \$1000 per discipline (type of training course) and \$500 per course for the course reapproval.

To learn more about becoming a training course provider contact:

Dave White
Phone: 317/232-8219
E-mail at dwhite@dem.state.in.us

Some of the Things Persons Seeking an Initial License for One of the Various Lead-based Paint Disciplines Must Do to Comply with the Lead-based Paint Abatement Program Rules Include (but are not limited to):

- Submit a completed IDEM application form,
- Submit copies of all documents needed to verify the completion of training courses, passing scores on written exams for all courses, educational qualifications, and work experience,
- Passing all exams (those administered by the course provider as well as the third party exams administered by IDEM) by a score of at least 70 percent,
- Passing, as required, the appropriate IDEM administered third party exams for inspector, risk assessor, or supervisor licenses (contractors and project designers also must pass the supervisor exam, while risk assessors must also pass the inspector exam),
- Applicants for a contractor license must include a signed statement that they have read and understand the Indiana Lead-Based Paint Abatement Rules (326 IAC 23) and the federal regulations for "Lead-Based Paint Activities in Target Housing and Child-Occupied Facilities" (40 CFR 745),
- Submit two (2) clear and recent 1½ inch square color photographs,
- Payment of appropriate application fees; \$50 for worker licenses, \$100 for project designer licenses, and \$150 for inspector, risk assessor, supervisor and contractor licenses, and
- Submit signature cards.

Some of the Things Persons Seeking a Renewal License must Do to Comply with the Program Rules Include (but are not limited to):

- Posses a valid license within the past 6 months,
- Attend an approved refresher training course (a minimum of 8 hours for an inspector, risk assessor, supervisor, or worker, and a minimum of 4 hours for a project designer) within the past 36 months, including a refresher inspector course for risk assessors and a refresher supervisor course for project designers,
- Pass all exams (administered by either the course provider or by IDEM) by a score of at least (70%) seventy percent,
- Submit the completed IDEM renewal application accompanied by two 1½ inch square color photos, appropriate application fee, copy of the current refresher training certificate, and signature cards.

Obtaining a Lead-Based Paint Abatement License: What to Expect

All applications must be completed in writing and submitted to the IDEM Office of Air Quality, Lead/Asbestos Section, for processing. Please note that, under Indiana Administrative Code 326 IAC 23-2-4(h), IDEM will not process applications on a walk-in basis or over the telephone – this means that one should not expect to submit their application for a lead-based paint abatement license and receive their

license the same day. Timeframes for the processing of applications are given in the table above. If the license is approved, it will be mailed to the applicant at the address listed on the application. The work practice standards for the IDEM lead-based paint abatement program, including the protocol for inspections, lead hazard screening, risk assessments, development of occupant protection plans, notification procedures, abatement procedures, post-abatement clearance, lead-based paint sampling procedures, sample analysis, lead-based paint waste disposal procedures, and record keeping are described in 326 IAC 23-4.

Some of the Things a Contractor Must do to Comply with Lead-Based Paint Abatement Practices include (but are not limited to):

NOTE: The following are outlined in 326 IAC 23-4.

- Posting all licenses at the work site,
- Complying with all requirements to notify IDEM and residents prior to beginning abatement work,
- Maintaining a licensed supervisor on-site during all site preparation, abatement activity, and cleanup,
- Complete record keeping including (but not limited to) description of the activities, start up and completion dates, occupant protection plans, location of and a copy of the receipt from the disposal site, and
- Retaining all records for 3 years, during which they can be made available to IDEM upon request.

For Additional Information

To learn more about the lead-based paint abatement program, or to obtain an application for one of the abatement disciplines or to become an IDEM-approved course provider contact:

IDEM toll-free Lead Hotline
Phone: 888/574-8150

To schedule a third party licensing examination with IDEM, contact:

Vicki Schoen
Phone: 317/233-6514
E-mail: vschoe@dem.state.in.us

For a contractors licenses, contact:

Linda Williams
Phone: 317/232-4861
E-mail: lwilliam@dem.state.in.us

For a course provider approval, contact:

Dave White
Phone: 317/232-8219
E-mail: dwhite@dem.state.in.us

Disclaimer

This permit guide is intended to provide background information which should be useful in planning for a particular project that may require an environmental permit. It does not substitute for consultation with the appropriate regulatory agency and/or the appropriate rules or statute.